

CIA INTERNAL USE ONLY

12 October 1961

OFFICE OF PERSONNEL MEMORANDUM NO. 20-6-1

SUBJECT: Headquarters Handbook [] Employee Conduct

1. Headquarters Handbook [] Employee Conduct, dated 29 August 1961, sets forth for the information and guidance of all employees of this Agency a summary of those rules of conduct currently in effect.

2. In Headquarters Notice [] also dated 29 August 1961, the Director of Central Intelligence instructed Deputy Directors to take appropriate steps to ensure that all employees under their respective jurisdictions read the new Handbook. New employees are required to read the Handbook at the time of their entrance on duty.

3. In compliance with [] the Chief, Personnel Operations Division is hereby assigned responsibility for ensuring that in the course of the EOD processing each new employee signs a Memorandum of Understanding that he has read and understands the contents of the Handbook. The Memorandum of Understanding will be filed in the employee's Official Personnel Folder.

4. Division and Staff Chiefs within the Office of Personnel are responsible for ensuring that all employees under their jurisdictions read the Handbook and indicate by their signatures that they have so done. Division and Staff Chiefs will report completed action in this regard to the Director of Personnel. These signatures are to be retained in an appropriate Division or Staff file for possible future reference. The Handbook is to be reviewed by employees every six months.

5. Personnel Officers in other Agency components should become completely familiar with the material in the Handbook in order to be able to answer questions raised by supervisors and employees in their components. Questions which cannot be answered by referring to a specific section of the Handbook should be referred to the Special Assistant to the Director of Personnel, [] (to be changed to [] upon move to new building).

OPM 5-61

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Approved For Release 2003/05/05 : CIA-RDP80-00679A000300020034-6

Approved For Release 2003/05/05 : CIA-RDP80-00679A000300020034-6